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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 9 November 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 45

STAT

I. SIGNIFICANT ITEMS

JOB NO. _____ FOR NO. _____ FILE NO. _____ DOC. NO. 7 NO CHANGE
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II. OTHER ITEMS

A. REPORTS SURVEY. A Reports Survey undertaken at the request of the DD/S was completed by the Area Records Officer/TR and submitted to the Records Management Officer for Reports/Management Staff. This survey of reporting requirements was taken to determine whereby improvements could be effected and to provide the foundation for a continuing program. An OTR regulation concerning a Reports Management Program is being drafted and will serve as the basis for a continuing program.

B. UNUSED COMPENSATORY TIME PAYMENT. The BFO/TR has advised School and Staff Chiefs who have personnel paid from unvouchered funds that requests for payment of unused compensatory time must be received in the Budget and Finance Office by 19 November 1955. School and Staff Chiefs will be advised of procedures to be followed in handling compensatory time for vouchered personnel.

C. PERSONNEL CEILING. An interpretation of a recent DD/S memorandum by [] Executive Officer, Office of Personnel, means that the authority to enter people on duty in the Office of Training (except JOT's) has been delegated to the Director of Training. OTR must return to its ceiling "within a reasonable time." Approval to enter JOT's on duty must be requested in each case from the DD/S through the Director of Personnel.

D. WAGE BOARD ADMINISTRATION AT [] In response to the DTR's request of the Director of Personnel to study existing personnel policies, procedures, and delegations at [] the Office of Personnel has initiated a series of staff studies into the matter. [] PED/Office of Personnel is in the process of completing a comparative analysis of [] Wage Systems. [] of Research and Plans Staff/Office of Personnel have been assigned to study appointment delegations vested with []

E. OTR OVERTIME SUMMARY REPORT. The BFO/TR prepared a detailed overtime Summary Report, including charts, for the DTR indicating:

1. Total overtime used to date by major components.
2. Total overtime requested to date.
3. Budgeted amount versus actual overtime used.

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4. Chart projection showing that, based on current usage, OTR will exceed the amounts included in its budget for overtime by pay period ending 16 May 1956.

F. BUDGET. The BFO/TR is arranging to furnish all School and Staff Chiefs with a copy of the budget material pertaining to their unit which was included in the consolidated OTR budget estimates for FY 1956.

25X1 G. PROCUREMENT OF SAFEHOUSE FACILITIES. Arrangements have been made to acquire a new safehouse facility for Operations School/Covert Training. This house replaces the furnished apartment on which the lease expired on 31 October 1955. The Office of Logistics has approved procurement of approximately [] worth of furniture for this new safehouse. Arrangements were made by BFO/TR to provide an advance of funds to Operations School for this purpose.

25X1 H. [] operations will be resumed on 14 November 1955.

III. PERSONAL ITEMS

25X1 A. [] has been on sick leave since 31 October 1955. He is recovering from a serious illness resulting from reaction to penicillin shots.

25X1 B. [] is being transferred to Personnel Section effective 1 December 1955. She will replace [] who is reporting to the Registrar's Office on the same date. 25X1



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